

International Student Employment

(719) 389-6908

studentemployment@coloradocollege.edu



Office of Financial Aid
& Student Employment

What is Student Employment?

Student Employee: a student who works for the college while enrolled in classes

Benefits:

- Source of income
- Provides work experience and skills to put on a resume/CV
 - Meet new people and network

Examples of On-Campus Jobs



**Route
Setter at
Climbing
Gym**



**Athletic
Event Staff**



**Geology
Student
Office
Worker**



**Chemistry
and
Biochemistry
Grader**



**Italian
Language
Tutor**



**Musical
Theatre
Lighting
Designer**



**Social Media
Manager**



**Worner
Campus
Center Student
Desk Staff**

How to Find a Job On-Campus

The screenshot shows the Colorado College website header with the logo, '150 YEARS OF CC' anniversary, and navigation links. A red circle highlights the 'Sign Into CC' link in the top right. Below the header is a navigation bar with 'APPLY', 'VISIT', and 'GIVE NOW' buttons. The main content area is titled 'Sign into CC' and features a grid of service buttons. The 'Handshake' button is circled in red. To the right, there are sections for 'NEWS & ANNOUNCEMENTS', 'RECENT COLLEGE MESSAGES', and 'CAMPUS NEWS'. The 'Handshake' button is a light blue rectangle with the text 'Handshake' and a star icon.

Sign into CC

SIGN IN TO CC

- Email (Office 365)
- Banner (SSB)
- 24/7 Mental Health Support
- Canvas
- Employment Portal**
- Handshake**
- Admission Portal
- Athlete Portal
- Billing Portal for Authorized Users
- Gold Card Management
- Salesforce

[Show all buttons](#) [Show descriptions](#)

Banner TEST SSB and INB

NEWS & ANNOUNCEMENTS

CC geology professors Sarah Schanz and Michelle Gevedon lead a research trip for ten students, including one CC rising senior, to Baca Campus in Crestone, CO. Photo by Jamie Cotten

RECENT COLLEGE MESSAGES

- [SSB Sign On Error Resolved](#)
- [Around the Block – Block B is Underway!](#)
- [A Message from Interim President Manya Whitaker](#)
- [July Performance Conversations](#)

[Message Archive](#)

CAMPUS NEWS

The Peak

- [Tiger Titles](#)
- [Environmental Science Class Prepares Students for Internship Abroad](#)

1

Log in to your Handshake account through the "Sign into CC" webpage

How to Find a Job On-Campus

H

- Home
- Feed **New**
- Inbox
- Jobs**
- Events
- Employers
- Career center

The best way to get noticed by employers? Reach out.

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Colorado College Career Center →
View your school's resources

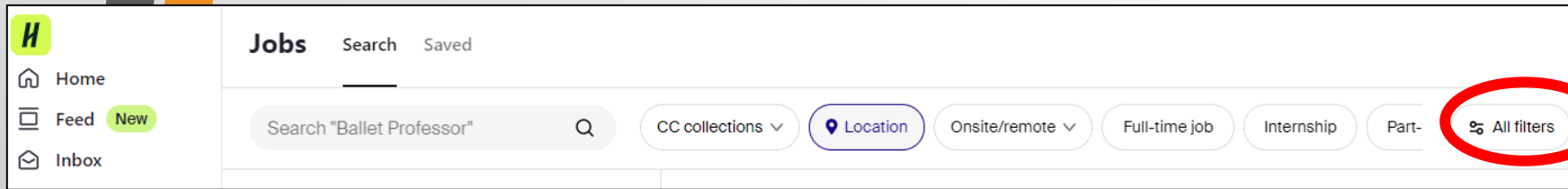
What's it *really* like to work there?

Attend group sessions and events to learn things about companies you can't get online.

2

Select "Jobs"

How to Find a Job On-Campus

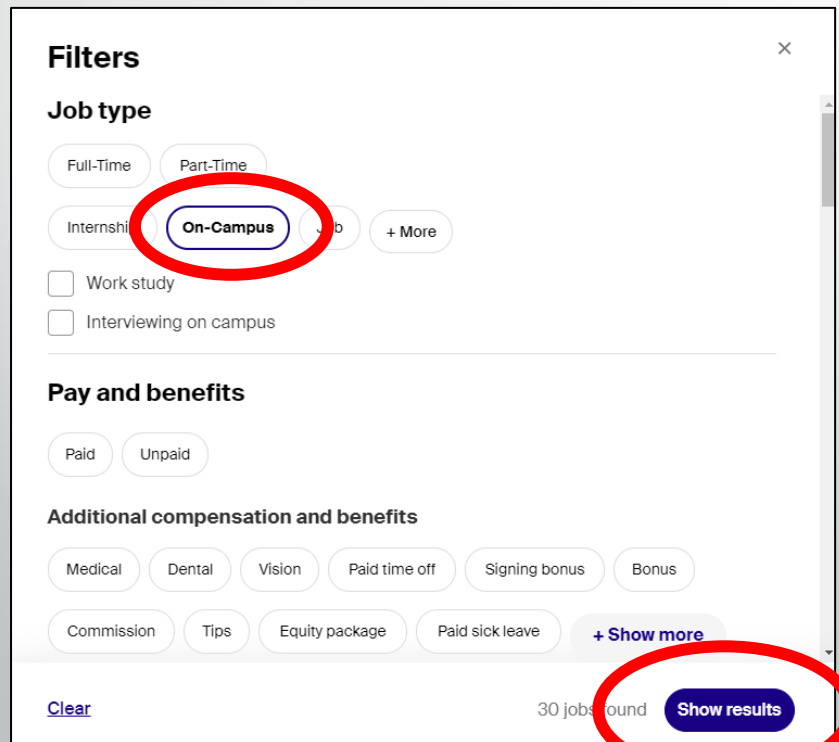


3

Select "All filters"
Then "On-Campus" under Job Type
Then "Show Results"

This will navigate you to all student employment jobs on-campus, at CC.

Make sure the job advertisement is for Colorado College and has this logo:



How to Find a Job On-Campus

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Browse the jobs. When you see one you think you are qualified for and would like to apply for, click "Apply."

You will be prompted to answer some question and/or upload some documents like a resume or cover letter.

(Each job requires different things to upload.)

When you are done, click "Submit Application."

Jobs Search Saved

Search jobs [input] CC collections [v] Location [v] Onsite/remote [v] Full-time job Internship Part- [v] All filters -1

Notify me about new jobs like this [toggle] You will receive emails and notifications.

30 jobs found [v] Relevance [v]

Colorado Springs, CO · 2mo ago

- Colorado College Student Employment
Chemistry and Biochemistry Grader
\$14.71/hr · On campus
Colorado Springs, CO · 9mo ago
- Colorado College Student Employment
Peer Consultant
\$14.82/hr · On campus
Colorado Springs, CO · 6mo ago
- Colorado College Student Employment
Student Facilitators for Creative Workshops
\$14.82/hr · On campus
Colorado Springs, CO · 5mo ago
- Colorado College Student Employment
Student Director of Communications
\$14.82/hr · On campus
Colorado Springs, CO · 3mo ago

Colorado College Student Employment
Higher Education

Chemistry and Biochemistry Grader

Posted 9 months ago · Expires by September 30, 2024 at 6 AM

Save [input] **Apply** [input]

At a glance

- \$14.71/hr
- Onsite, based in Colorado Springs, CO
Work in person from the location
- On Campus Student Employment
Part-time

Chemistry & Biochemistry Student Grader Job Description:
The purpose of this position is to provide homework and/or lab assignment grading support for Chemistry & Biochemistry courses. Graders will be hired on an as-needed basis and will grade for CH107, CH108, CH250, and CH251, with possible occasional support for upper-level courses. Expected hours per week will depend on faculty needs. Chemistry and Biochemistry majors and minors who have completed the listed courses are preferred.

Apply to Colorado College Student Employment [x]

Details from Colorado College Student Employment:

Applying for Chemistry and Biochemistry Grader requires a cover letter. Attach it below and get one step closer to your next job!

1. Attach your cover letter

Search your cover letters [input] or Upload New [button]

Work Authorization [i]

Are you legally authorized to work in the United States?
 Yes No

Will you now or in the future require visa sponsorship?
 Yes No

Prefer not to answer these questions [i]

Submit Application [button]

How to Find a Job On-Campus

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Once you have applied, wait to hear from the supervisor if you have been invited for an interview.

TIPS

- Apply to multiple jobs, do not wait until you hear back from one job to apply to another.
- The beginning of the Academic year (blocks 1-2) is the best time of year to apply to jobs!
- Reach out to the Career Center for help with writing a resume, CV, or Cover Letter.

CC Career Center

- The CC Career Center provides professional and career development coaching services to support students
- Some resources available on their website:
 - Resume Guide
 - CV Guide
 - Resume Formatting
 - Resume Examples
 - Cover Letter Guide
 - Cover Letter Examples
 - Interview Guide
- Schedule an appointment with them on their website: <https://www.coloradocollege.edu/offices/careercenter/index.html>
- Or go to their office for drop-in, unscheduled appointments Monday to Thursday from 1pm - 4pm.

CareerCenter@ColoradoCollege.edu

719.389.6893


1130 N. Cascade Avenue, Morreale House, Colorado Springs, CO 80903





Yay, you're hired!

- The supervisor will contact you to let you know you have been hired for an on-campus job.
- Go to the "You're hired" webpage on the CC website for instructions: <https://www.coloradocollege.edu/admission/financialaid/studentemployment/youre-hired.html>



CC COLORADO COLLEGE | 150 YEARS OF CC 1874 2024

Sign Into CC Campus Directory A-Z Index

EST. 1874 Search Colorado College

Athletics | Fine Arts Center | Tutt Library | The Peak

APPLY VISIT GIVE NOW

Student Employment

Student Resources Find a Job **You're Hired!** Student Employee Toolkit International Student Employment Make an Appointment Supervisor Toolkit



Step 1	Read the Student Employment Handbook
Step 2	Print and complete the <i>International</i> Student Employment Packet.
Step 3	Make an appointment with the Financial Aid and Student Employment office to turn-in your employment packet and present your I-9 ORIGINAL identification documents (see packet for more details). Most of the time, international students bring their foreign passport and I-20 form.
Step 4	After your appointment, you cannot begin working. If you do, you could be suspended from working. Monitor the status of your paperwork by checking your I-9 status tool in Banner SSB. Once your status is "received" please notify your supervisor to complete an EPAF for hire.
Step 5	Regularly check your Banner SSB to see if you have a timesheet for your new position. Once your supervisor submits an EPAF and it is approved by Student Employment, you'll see an active timesheet on Banner SSB. Click here to view the instructions on how to check if your timesheet is available. You must be able to open the timesheet for the pay period and see the "Time and Leave Reporting screen" in step 5 before you begin working! Once you can access your timesheet, <u>it's time to work!</u> Contact your supervisor for training and scheduling.
Step 6* (*social security help on next slide.)	<u>After you've completed the hiring paperwork, you must apply for a Social Security Number.</u> You have 30 days after you start working to apply. <u>Once you receive your Social Security Card in the mail, you must bring it to the Office of Financial Aid & Student Employment and the Payroll Department (both in the Spencer Center) at your earliest convenience.</u> If you do not apply or provide the card in a timely manner, your student employment may be terminated.
Step 7	<i>International students are permitted to continue working until their SSN has been received, so long as they have taken steps to complete the process.</i> Once you bring your Social Security Card to the Student Employment office, you are done with the hiring process!

Step 6 – getting a Social Security Number and Card

- Anyone who works in the United States must have a Social Security number (SSN). Once you apply you will be sent a paper "card" with the number on it.
- You must bring the SSN card to Student Employment and Payroll once you receive it.
- To apply for a SSN Card, there are instructions on the Global Ed/ISSS website: <https://www.coloradocollege.edu/offices/globalandfieldstudy/international-students/current-students/employment/social-security-number.html>
 - 1. After you have received an offer to work on-campus, submit a request to your supervisor for an on-campus employment verification letter.
 - 2. Bring the employment offer letter (from your supervisor) to ISSS for a Social Security Number eligibility verification letter.
 - 3. Once you have the verification letter from the ISSS, you can go to the Social Security Administration Office.
 - There are several documents you will need to provide to the ISSS, too. Details are on the website.
 - When you arrive to the SS office, you will need to complete an [SSN application form](#).
 - Be prepared to spend 1-2 hours at the SS office as wait times vary.
 - 4. Your SS card will be mailed to you within 1-2 weeks. Once you receive the card, please sign it then bring to Student Employment and Payroll.
- Keep your SSN Card safe!

Rules and Regulations

- You may only work up to **20 hours *per week*** while school is in session.
 - **"week"** is defined as Sunday at midnight (12:00 am) to Saturday at 11:59 pm.
- The 20-hour/week limit applies to the total number of hours worked in a single workweek **among all on-campus positions.**
- During ***official*** school breaks (Fall break, Winter break, Spring break & Summer break) only, you may work up to 40 hours per week.
 - You cannot go over 40 hours per week during official breaks
 - Block breaks do NOT count as official school breaks

Students on an F-1 or J-1 visa need to consult the ISSS team with questions about the immigration regulations for employment. Please go to the ISSS first for information about immigration.



You're ready to go!

You should be ready to get started with your student employment journey at CC!

If you ever have any questions or need help, feel free to email studentemployment@coloradocollege.edu